



## Leicester Grammar School Trust

### Biometric information notice

#### Introduction

- 1 The School wishes to use biometric information (see paragraph 3 below) about our pupils as part of an automated biometric recognition system. This is for the purposes of entry to buildings and purchase of food in the refectory and the café at the LGS/LGJS site.
- 2 Sections 26 to 28 of the Protection of Freedoms Act 2012 (the **Act**) require the School to notify each parent of a child and obtain the written consent of at least one parent before we can use that child's biometric information.

#### Biometric information and how it will be used

- 3 Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him/her. The School would like to take and use information from our pupils' fingerprints and use this information for the purposes described in paragraph 1 above.
- 4 The information will be used as part of an automated biometric recognition system. This system will take measurements of the pupils' fingerprints and convert these measurements into a template to be stored on the system. An image of the pupil's fingerprint is not stored. The template (i.e. measurements taken from the pupil's fingerprint) is what will be used.
- 5 The law places specific requirements on the School when it uses biometric information, about pupils. For example:
  - the School cannot use the information for any purposes other than those described above;
  - the School must ensure that the information is stored securely;
  - the School must tell parents and pupils what it intends to do with the information;
  - the School will not disclose the biometric information to a third party unless permitted by law. The School may however share the information with CRB Cunningham's, the supplier of the School's biometric system, for the proper use of the automated biometric recognition system.

#### Providing your consent/objecting

- 6 The School requires the written consent of at least one parent to use a pupil's biometric information. However, consent will be overridden at any time if the other parent objects in writing. The School will also seek the consent of a pupil if he/she has sufficient maturity to exercise his/her data protection rights. In most cases consent will be sought from pupils going into Year 7 or above. Also, if a pupil objects to the use of his/her biometric information at any time, the School cannot collect or use that information. Parents may also

withdraw your consent at any time in writing addressed to the Business Director, Leicester Grammar School, London Road, Great Glen, Leics LE8 9FL

- 7 Parents and pupils can give their consent by completing and returning the School's biometric information consent form.
- 8 Please note that when a pupil leaves the School, or if for some other reason he/she ceases to use the biometric system, his/her biometric information will be securely deleted.

# Leicester Grammar School Trust

## Consent form for the use of biometric information in School

Please complete this form if you consent to the School taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be used by the School for the purposes described in the School's biometric information notice (please see copy attached).

### For parents

By signing this form, you authorise the School to use your child's biometric information for the purposes described in the biometric information notice until he / she either leaves the School or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the Business Director at the following address: Leicester Grammar School, London Road, Great Glen, Leics LE8 9FL.

Once your child ceases to use the biometric recognition system, his / her biometric information will be securely deleted by the School.

If you do not provide consent, we will not use your child's biometric information. Your child will still have access to the same facilities and resources as other pupils if they do not participate in our biometric information system.

### Parental consent

I confirm that I have read the School's biometric information notice and I give consent to information from the fingerprint of my child being taken and used by Leicester Grammar School Trust as part of an automated biometric recognition system for the purposes described in the School's biometric information notice.

I also understand that I can withdraw this consent at any time in writing to the Business Director requesting an acknowledgement of my withdrawal. I confirm that I will make the other Parent and the Pupil aware of any withdrawal of consent. I understand that if I withdraw my consent that any use of my child's fingerprint already undertaken remains valid.

<b>Name of child</b>	
<b>Name of parent</b>	
<b>Signature of parent</b>	
<b>Date</b>	